

**REPORT/RECOMMENDATION TO THE BOARD OF SUPERVISORS
OF SAN BERNARDINO COUNTY, CALIFORNIA
AND RECORD OF ACTION**

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April 10, 2001

FROM: JOHN YUHAS, Real Property Manager
Real Estate Services

LINDA HAUGAN, Interim Director
Department of Aging and Adult Services

**SUBJECT: REQUEST FOR PROPOSAL FOR THE LEASE OF A BUILDING FOR DEPARTMENT OF
AGING AND ADULT SERVICES (DAAS)**

RECOMMENDATION: Authorize the Real Property Manager of Real Estate Services (RES) to issue the Request for Proposal (RFP) for the lease of a 8,400± square foot building for office space for DAAS in the Fontana area.

BACKGROUND INFORMATION: DAAS currently serves clients in the West Valley area from a 7,104 square foot office in Rancho Cucamonga located at 9050 Archibald Avenue and from an office in Ontario located at 2314 S. Mountain Avenue with 7,597 square feet for DAAS services, with no room to expand. The projected need for department services such as In Home Supportive Services (IHSS), Adult Protective Services (APS), Ombudsman Programs, and administration support over the next five years in the West Valley area will result in the need for an additional 30 to 40 positions. DAAS requested that RES obtain proposals for a 8,400± square foot existing or build-to-suit building. The preferred area is bounded on the north by Highland Avenue, on the west by Cherry Avenue, on the south by San Bernardino Avenue, and the east by Palmetto Avenue. The new site will service the increasing demand on DAAS for the Fontana area.

RES intends to conduct the RFP in accordance with County Policy 08-02-01. Review criteria to be considered include location/public accessibility, costs to County, building structure/site development, length of term, proposer's experience/ability to finance and other standard real estate requirements. The sample contract included in the RFP package includes language that allows the County to terminate the agreement with 90-days notice, but proposers will be asked to propose prices with and without the termination clause. The RFP is on file with the Clerk of the Board.

REVIEW BY OTHERS: This agenda item has been reviewed by HSS, the County Administrative Office (Administrative Analyst Lynn Chacon), and approved as to legal form by Chief Deputy County Counsel Rex Hinesley on March 13,2001.

FINANCIAL IMPACT: Monthly lease payments resulting from this RFP will be paid from the County Rents Budget (AAA-RNT-5041). County Rents Budget (AAA-RNT-5041) will receive reimbursement from the HSS Budget (AAA-DPA-AS-5040) pursuant to the monthly payments. HSS leased costs for DAAS are 96% funded by State and Federal reimbursement.

SUPERVISORIAL DISTRICT: Second

PRESENTER: John Yuhas

BC: 7-7815

mm: 7-7825

Record of Action of the Board of Supervisors

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